

Letter Template for Clarification on Special Needs Services Funding Eligibility

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request clarification regarding the funding eligibility criteria for special needs services provided by [Organization/Institution Name]. As a parent of a child with special needs, I want to ensure that we understand the available resources and support mechanisms.

Specifically, I would appreciate detailed information on the following:

- Eligibility requirements for receiving funding for special needs services
- Documentation needed to support the application process
- Deadlines for submitting funding requests
- Any changes to the funding policy in recent years

Thank you for your attention to this important matter. I look forward to your prompt response so that I can ensure the best possible support for my child.

Sincerely,

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Phone Number]
[Your Email Address]